



Committee: Public Events and Celebrations

Date: Monday, October 6, 2014

Time: 7:00 PM

Location: Tewksbury Police Station

Members & Staff present: Cheryl Gay (Chairperson), David Gay, Jim Wentworth, MaryKate Little, Lynne Decost and Elaine Krauss

Members not present: Erin Knyff, Susan Boucher

Requested Attendee: Jenny Welch – Tewksbury Police Safety Officer, Richard Montuori Town Manager and Jayne Miller

The meeting was called to order at: 7:05 PM

- Meeting Minutes from the August 11, 2014 meeting will be reviewed and approved at the next meeting scheduled 14 October 2014.

Fall Harvest Festival 2014 – Lessons Learned

Location Livingston Youth Football Field, Livingston Street, Tewksbury, MA –

Sunday September 14th

- PEC Members – Discussed the following:
- Parking and additional overflow lots
- Traffic
- Additional Port-O-Potties and location of port-o-potties
- Additional handy capped parking spaces
- PAC assistance with traffic and parking
- DPW Trash assistance
- Securing Vendors and vendor participation for next year
- Vendor setup and parking
- Shuttle bus to transport patrons from other lots
- Tent for shade from the sun and seating
- DJ speakers located throughout the grounds for notifications
- Additional events for teens
- Additional space and overseeing of TJ Callahan's tent area – children and overcrowding
- Date for next year's event

Zombie 5K Walk Run – Event 19 October 2014

Location – Tewksbury Memorial High School – Pleasant Street

- PEC Members – Discussed the following:
- Attached please find the summary of instructions, feedback and checklist from the Tewksbury Police Department Safety Officer – Jenny Welch
- Pancake types
- Additional breakfast items to be served
- Costume contest and prizes
- Time of arrival

- Distributing food items
- Volunteers
- Forgoing Craft Table
- Cleanup
- PEC Members to dress in costume for event

❖ The Town Manager has agreed to pay for the breakfast and all proceed will go to The Rotary Club Scholarship Fund

Other Items:

The Tree has been planted for the Tree Lighting Event

Details and planning are scheduled for next meeting

Upcoming Meeting Schedule

Next Meeting Scheduled for 14 October 2014 – Tewksbury Police Station

Meeting adjourned @ 8:30 p.m.

Motion made to adjourn by David Gay; seconded Lynne DeCost and passed by all.

List of Documents and Other Exhibits used at Meeting:

Agenda, Instructions and Checklist for Zombie Event

Documents and Other Exhibits used at meeting will be available for review at: _____
(Office)

Next meeting:

Date: Tuesday, October 14, 2014 -

*Please see aforementioned Upcoming Meeting Schedule

Time: 7:00 PM

Place: Tewksbury Police Station

Respectfully submitted,

Chairman: Cheryl Gay

Minutes approved by Committee on: 14 October 2014
(Date)